

JOB REMIT

Role	Programme Officer	Team	Services
Reports To	Programme Manager	Directorate	Programmes and Neighbourhoods
Post Reference		Grade	6
Purpose of the Role			
Assist the delivery of Police & Crime Plan commitments on crime reduction and prevention working with communities and citizens as well community safety and criminal justice partner agencies to achieve the Deputy Mayor's aim reduce crime by 20%.			
Main Duties and Key Accountabilities of the jobholder			
<ul style="list-style-type: none"> Support delivery of programmes of work to deliver Mayoral commitments as set out in the Police and Crime Plan. These will include, but are not limited to: <ul style="list-style-type: none"> Gangs and youth violence Violence against women and girls, including a pan-London domestic violence service and support for London's four Rape Crisis Centres The reduction of re-offending through Integrated offender management Contribute to MOPAC's oversight of critical community issues, e.g. stop and search and hate crime Support commissioning arrangements to ensure that the application of MOPAC funds effectively meet the Mayoral priorities to support crime reduction, community safety, reduce reoffending, supporting victims and community engagement. Support the Programme Manager in identifying interventions in support of underperforming partnerships Assist the establishment and maintenance of Safer Neighbourhood Boards in London Boroughs, giving local Londoners and victims a greater voice. Support the delivery of effective custody oversight and identify areas for improvement by the MPS and MOPAC Provide support to the Programme Manager in the production, publication and delivery of relevant Mayoral policies and strategies as set out in the Police and Crime Plan. Support matrix management arrangements in area based teams working to deliver a range of programmes and services whilst supporting work on priority policy issues. 			
Working Relationships and Contacts			
The post holder will be required to help build and maintain effective working relationships across the GLA family, partner agencies and their representative bodies, the Metropolitan Police and statutory and third sector partners. There will also be working relationships with Safer Neighbourhoods Boards and Independent Custody Visit Scheme Boards.			

Role Requirements

Experience of programme management and policy development and implementation. Knowledge of policing and crime. Ability to build relationships, influence and negotiate with stakeholders and partners.

MOPAC COMPETENCY FRAMEWORK

Specialist:

Delivering Outcomes

Delivers quality outcomes to meet objectives

Uses specialist knowledge and skills to support the delivery of relevant objectives. Ensures a high quality service, balancing the needs of customers and stakeholders. Manages a range of tasks, delivering to time and quality. Adapts and responds to shifting priorities. Deals with Challenges and generates solutions.

Manages work through informed and reliable judgement

Uses specialist knowledge and skills to inform decision-making, and minimise risk where practicable. Provides guidance and support, seeking it where appropriate. Promotes continuous improvement proactively by identifying, sharing and applying lessons learnt.

Organisational Influence

Acts with Professionalism

Behaves appropriately, taking personal responsibility for own actions and setting a good example for other colleagues. Actively demonstrates the promotion of equality and valuing of diversity and helps others to do so. Develops from own experience and supports the development of others where relevant. Takes account of how own behaviour affects others.

Maintains a current understanding of specialist area.

Shows initiative, personal resilience and motivation to deliver a quality service. Upholds legislation, regulations and policy, acting with integrity and challenging those who do not.

Develops effective communications and working relationships

Builds effective relationships with customers, colleagues and stakeholders. Communicates effectively and inclusively with customers, senior managers and team members. Ensures clear, two-way communication through listening and responding appropriately, learning and sharing information. Upholds organisational reputation.

Productivity

Manages own time and relevant resources efficiently and effectively

Prioritises work and use of resources to meet relevant objectives. Ensures time and resources are used in a way that best meets customer and MPS needs. Uses MPS resources efficiently, ethically and appropriately. Shows support for efficient working.

General Responsibilities

- To adhere to MOPAC's Equality & Diversity and Equal Opportunities policies in all activities.
- To be responsible for your own health and safety and that of your colleagues and all others in the workplace, in accordance with MOPAC Health and Safety policies.
- To work in accordance with data protection policies and adhere to Freedom of Information policies where appropriate.
- To undertake such other duties as may be reasonably expected.